Supervisor Boot Camp 2.0 - Course Schedule
All Dates are 2022

	Course Title	Tue.	Wed.	Thur.	Fri.	Time
Required	The Money Matters (2 hours)	4/12/2022	7/13/2022	2/10/2022	10/14/2022	1pm - 3pm
	A Safety Culture (1 hour)	5/10/2022	8/17/2022	3/10/2022	10/28/2022	10am - 11am
	HR Support (2 hours)	6/7/2022	9/7/2022	2/24/2022	11/18/2022	2pm - 4pm
	Diversity & Inclusion (1 hour)	6/21/2022	9/28/2022	3/24/2022	12/9/2022	9am-10am
Elective (choose 3 of 5)	Emotional Intelligence & Difficult Conversations(1 hour)	10/11/2022	2/23/2022	4/14/2022	7/8/2022	10am-11am
	Leading through Change (1 hour)	11/1/2022	2/9/2022	5/19/2022	7/29/2022	1pm - 2pm
	Performance Management (1 hour)	11/15/2022	3/16/2022	6/16/2022	8/26/2022	1pm - 2pm
	Manager/Supervisor as a Coach (1 hour)	12/13/2022	3/30/2022	6/30/2022	9/16/2022	11am-12pm
Optional	Customer Service in the Public Sector (1 hour)	5/24/2022	7/27/2022	3/10/2022	11/4/2022	2pm - 3pm
	Hiring/Onboarding at Weber County (1 hour)	8/16/2022	3/2/2022	4/28/2022	12/2/2022	11am-12pm

Q1	Q2	Q3	Q4

Course Title & Objectives	Course Synopsis
The Money Matters (Required): · Explain County budget · Explain the purchasing and contracting processes · Describe the Accounts Payable & Credit Cards processes · Describe how the County manages revenue & collections · P-Card/ Travel Policy · Describe how to report fraud, waste and abuse	Weber County is a public entity and the residents of Weber County expect full transparency and wise utilization when it comes to the County budget and spending. Depending on your role, involvement with County finances may vary, but all supervisors need to follow established procedures when it comes to managing your financial expenditures.
A Safety Culture (Required): · Describe the process for reporting and handling safety incidents · List ways to prevent safety incidents · Explain general workplace safety guidelines · County safety committee	Supervisors are responsible for creating a safety culture among their teams. A safety culture requires tht you understand the risks and hazards in your work area, how to prevent them, and what to do if someone on your team experiences a safety incident.
HR Support (Required): **Part I - Employee Relations** · Handle basic employee issues · Describe the disciplinary action process · HR Policy overview	It costs more time, money, and effort to hire a new employee than it does to keep and grow an existing employee. Supervisors should make deliberate choices so each individual on the team feels engaged, included, productive, and growing professionally. Supervisors also have the responsibility along with HR to ensure we are compliant with all employement laws.
HR Support (Required): **Part II - FMLA & ADA** · Define FMLA & ADA · Describe employees' responsibilities · Explain the "Intermitten Leave" options · Explain the requirement of Interactive Process · Define "Resonable Accommodations"	
Diveristy & Inclusion (Required): · Ensure employees feel their ideas, presence or contributions are truly valued · Identify opportunities and explain how to respond · Handling diversity and inclusion issues within your department	A diverse and inclusive workplace is one that makes everyone, regardless of who they are or what they do for the organizations, feel equally involved in and supported in all areas of the workplace regardless of their race, age, gender identity, religion, sexual orientation, or socioeconomic status. In this course, you will learn ways to foster such an environment, and how to correct the situation when someone is not being included or, worse, feeling unsafe.

Performance Managment (Required): • **Goal Setting Process - SMART Goals** ▪ **Set clear expectations for team and individual performers** ▪ **Provide feedback to increase accountability and follow up**	Learn about the Pay for Performance process and how to set SMART Goals for your employees.
Leading Teams through Change (Elective): ▪ **Gain tools to effectively plan for change** ▪ **Understand the stages and process of change** ▪ **Understand methods to communicate change for optimal adoption** ▪ **Understand how to manage the impact of change to your team and organization** ▪ **Steps to implement change for maximum benefit**	During the best of times, change can be challenging - even when it is a positive difference. During times of upheaval, when many changes are taking place at once, supervisors may need to manage several changes simultaneously.
Emotional Intelligence & Difficult Conversations (Elective): ▪ **Identify the components of emotional intelligence and recognize how emotional intelligence benefits organizations** ▪ **Assess and develop your personal emotional intelligence competencies** ▪ **Learn how to prepare for difficult conversations** ▪ **Understand steps to managing difficult conversations**	You will explore strategies to increase your awareness and understanding of your emotions, develop your ability to manage those emotions, and improve your social skills. Also, using your EQ skills you will be able to navigate difficult conversations with more confidence by assessing what's at stake, understanding feelings beneath judgments and accusations, working to build mutual purpose and practicing conversations that are uncomfortable.
Manager as Coach (Elective): ▪ **Establish an effective coaching relationship** ▪ **Meet your team where they are and coach forward for success** ▪ **Apply the coaching process to successfully imporove performance of others** ▪ **Create, monitor, and modify coaching plans**	Coaching is a leadership tool that is effective in improving performance and contributing to the goals of the organization. Conduct coaching sessions to achieve results.
Customer Service in the Public Sector (Optional): ▪ **Establish an effective coaching relationship** ▪ **Meet your team where they are** ▪ **Define great customer service**	We have to understand that residents are customers. Learn the finer points of meeting and dealing with the public. Focus on

~~Define great customer service~~ ▪ Identify opportunities and coach employees to focus on residents as customers ▪ Understand how to provide a positive customer experience - even when the answer is no.	communications skills relating to great customer service and how to coach your team to provide the same.
Hiring the Right Fit (Optional) : ▪ Describe the County's recruiting procedure ▪ Overview the selection process ▪ Idenify important information in resumes ▪ Recognize potential interview biases ▪ Ask the most effective interview questions	At some point every supervisor may need to hire additional talent to support the team. You need to know how to best identify the right skill sets, experiences, and attributes that would be a good fit and add value to your existing team. Our HR Generalist will walk you from the beginning to the end of the recruitment process to ensure you have the right fit for your team.